

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1366 **TITLE:** ACCOUNTANT I

GRADE: S-20

DEFINITION:

Under general supervision, performs accounting and budget work for a small agency or specific functional area; OR assists higher-level accountants in accomplishing accounting and budgetary tasks; may supervise the work of employees engaged in various paraprofessional/clerical accounting functions, such as accounts payable, accounts receivable and payroll processing; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions allocated to the Accountant I class either perform accounting work which is, and will continue to be, more routine, less complex, and narrower in scope than work at the Accountant II class level; OR serve in a trainee (i.e., underfill) capacity with noncompetitive promotional progression to the full performance Accountant II class level.

ILLUSTRATIVE DUTIES:

Prepares financial statements and reports required by Federal, State, County or other agency;
Provides accounting support for a specific work area (i.e., Payroll, Senior Recreation Programs, Food Stamps Program) and maintains corresponding records;
Maintains special revenue/account funds;
Coordinates agency debt off-set collection program;
Reviews automated financial reports for accuracy, completion and propriety;
Oversees the processing of accounting input source documents (i.e., billings, invoices, receipts, payment codes, cash sheets, account receivable records, interfund billing, expenditure records);
Establishes fiscal and procurement-related office procedures/policies;
Analyzes costs, revenue, and operating expenses in order to prepare long-range goals;
Develops, prepares and justifies the budget for a small agency or assists in development of the budget for a larger agency;
Maintains budget files and expense ledgers to record expenditures and monitor balances;
Interprets payroll and professional accounting procedures and applies them to various County functions;
Compiles and formats schedules and statements for independent auditors and responds to audit questions;
May supervise paraprofessional/clerical accounting staff;
Prepares written/verbal responses to accounting inquiries.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting theories, bookkeeping, public budgeting, and grant administration;
General knowledge of the laws, ordinances and regulations governing municipal financial matters;
Ability to read and interpret various automated financial reports;
Ability to interpret accounting-related policies and procedures;

Ability to analyze revenue and expenses and make projections;
Ability to complete budget documents in accordance with the Office of Management and Budget's Budget Manual;
Ability to plan and supervise the work of subordinates;
Ability to communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in accounting, business administration, or related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: September 28, 1995